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CLARK'S  
TANGIBLE SHORTHAND  
SELF-INSTRUCTOR



Class Z 56

Book C 593

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THE ONLY SYSTEM FREE OF WORD SIGNS

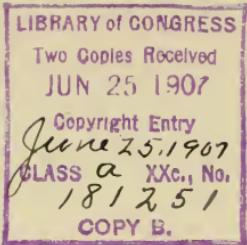
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A Purely Phonetic System of 100 Characters  
and 12 Rules

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BY  
FRANK CHADWICK CLARK  
AUTHOR and PUBLISHER  
KANSAS CITY, KANSAS

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BY

FRANK CHADWICK CLARK.

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## P R E F A C E

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A system of shorthand, to be universally adopted, should have an alphabet large enough to furnish a character for each of the elementary phonetic sounds, each of the frequently occurring combined consonant sound, such as: pk, tk, fk, lk, ls, rk, dl, pr, tr, fr, vr, lr, kr, pl, bl, fl, vl, rl, sp, st, sk, etc.; and of such construction that the vowel characters can be easily combined into diphthongs and digraphs, and join smoothly with consonant strokes, so that the hand may glide smoothly from one outline to another without deforming the characters or retarding the movement of the hand.

In this the author feels that this system comes the nearest to these ideals of perfection.

In this connection he wishes to acknowledge the receipt of several valuable suggestions from Rev. J. E. Wherrell and other students of the system.

	Each	Per Dozen
Shorthand Instruction Book .....	\$1.00	\$10.00
Dictation Book ..... .	.50	5.00

This book commences dictation with the sixth page of the Shorthand Instructor, and contains corresponding reading and writing matter that leads into the most difficult court work.

Typewriter Instructor .....	.75	7.50
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This book is purchased with the understanding that every student of this system must study a book of his own.

The system must not be modified, changed, or improved only by and with the consent of its author.

## INTRODUCTION.

All mankind express themselves by the use of articulate sounds.

These sounds are combined in different ways, by the human race, to record what we call words, and expressed by characters that represent elementary sounds which we call letters.

Should every race of the human family use the same characters to express the same sounds, less than fifty characters would record every elementary sound in existence.

But, on the contrary, the English Language, especially the American branch of it, is made up of every other language in existence; each of which have their peculiar sounds for the letters or the characters they use to express themselves.

Therefore, by the efforts of our educators to express foreign words so that both the Englishman and the foreigner may recognize the same, we have introduced into our language such a multiplied form of spelling, that it has become and is becoming exceedingly burdensome.

From the French, we have "eau" for the spelling of long "o"; from the Spanish, we get a character like this, "ñ" for the sound of "nēüh", and this, "ll" for the sound of "lēüh", and from the German, we have "ei" for long "i" and "ie" for long "e".

Thereby, "a", has nine; "e", seven; "i" five; "o", seven, and "u" six different sounds.

They each have several different ways by which their sounds may be spelled; as, long "o" may be spelled, "eau, ow, oh, owe, eo, oe, ough", and "o", followed by a consonant, requires an "e" to distinguish the long from the short "o".

This necessitates the abandonment of the whole English Alphabet and the adoption of independent characters to represent these elementary sounds for shorthand work; as, The word "beau" has but two sounds—"beh  and oh  and are written this way "

This process of shorthand becomes exceedingly simple when a student gets entirely away from the old form of spelling while writing shorthand and simply records the sound [not those of the English Alphabet] that he has heard in the word spoken, and learns to dissolve words into their elementary sounds.

## Lesson One.

Speak the word "now" slowly (n-o-w) and notice—not the name of each letter—but each of the sounds that compose the word. Now notice that opposite each sound is recorded the character that represents that sound in this word "n / o w". They are joined this way " / " (now).

Notice that without the " / (n)" character or sound the diphthong "o (ow)" remains

In this way, analyze the following words, determine their vowel sounds and commit their outlines:

Now		, now		,	ow or ou		.
boy		, boy		,	oy or oi		.
Ed		, Ed		,		.	.
day		, day		,		.	.
is		, is		,		.	.
seen		, seen		,	y or ē		.
not		, not		,	ā or ö		.
by		, by		,		.	.
Utes		, Utes		,		.	.
who		, who		,	w or oo		.
could		, could		,	w or oo		.
run		, run		,		.	.
at		, at		,		.	.
Paul		, Paul		,	aw or au		.
Poe		, Poe		,		.	.

### Collect These Vowels and Study Them.

They should be traced with a dry pen (not a pencil) fifty times and the name of each character should be spoken aloud each time it is retraced; then with a sharp pencil, with as light a pressure as possible, they should be recorded accurately in a tablet twenty times, with the mind on the work.

### Vowels.

Ou oy ē ā ī ē (or y) ö ī ū oo (or w) oo (or w) ū ā aw ö

## Lesson Two.

The vowels are put together in different ways to record combined vowel sounds; as, "away" has two sounds: "ō ē" and "a ō" and is written this way, "ā (away)"; "Iowa" consists of four sounds, "ō ē ō ā", and is written this way, "ī (Iowa)".

As the "w" has either the long or the short sound of "oo", the characters that represent them are used for the "w". Wherever w is used with any vowel the more convenient of these two characters is joined to that vowel character; as, "weh" may be written this way, "ə" or this way, "ə" (commencing at the bottom to write it) while "way" would be written this way "ə (way)," (commencing at the top to write it)".

Retrace these characters with a dry pen fifty times, while speaking the sounds that compose the outlines and the name of each character as you write it.

wě or wĕ, way, wī, wē or wē, wō, wȳ, wōō, wōō, wǔ, wǎ, wāu, wō

As "y" at the beginning of a word has the sound of "é" the two are recorded with the same character.

Retrace these characters, as per instructions above and accurately record all vowel combinations in a tablet twenty times, as lightly as you can touch the paper.

yě, yeā, yǐ, yē, yō, yī, yoū, yōoh, yǔ, yǎ, yāw yeō.

Q Q 8 • 8 8 8 8 8 8 8 8 8 8 8 8

H, ö, ü, ē and other indistinct sounds may sometimes be omitted for convenience as, "Have, enough".

PREFIX: "u" shaded may be used for the prefix "super" as, "super-use 

### Lesson Three.

The sounds of "s, z, sh or tion" may be added to these vowels by bearing heavier upon the pen or pencil while writing them; thereby making the outlines blacker (if unshaded characters are written with a very light pressure, shading will be easily done); as follows, "O (ā)" changed to "O (say or ace)" by shading.

With a dry pen, retrace shaded outlines as per former instructions, being careful that the shading is neatly done.

These words are produced by the above process.

Say, ace, is, see, sea, ease, sigh, ice, eyes, Sioux, use, sue,

O O o • • • U U U ɔ ɔ ɔ

---

us, as, saw, so, sow, owes, ocean, was, ways, sways, issue, wish

ɔ / ɪ c c c c ɪ ə ə ə ə

---

a-so-see-ation association. owes-ition osition.

/ c • o 6 c o 6

---

Figures following words are used to indicate the page on which some rule, stroke, prefix or outline can be used for the recording of such words; as on page 15, can be found the instructions for recording the prefix "dis"; on page 22, instructions for expressing "p" or "b" which would change "dis" to "disp", and on this page (5), the outline for the syllables "osition". It is indicated this way "disposition 15-22-5".

#### Exercises for Practice.

I would oppose 3-22-5 the 6 composition 29-22-5, as to 6 your 6 supposition 5-22-5 as an 6 imposition 32-22-5.

You say you saw us on 6 the ocean; was I on the ocean when 8-32 you saw us or 6 was I on the sea?

**Lesson Four.**

Now, if the work has been done thoroughly, the student is ready to use the words produced by former lessons in dictation exercise.

**Summary of the Words Produced.**


---

o v n c o o . . v u u o o o o s / l c c c  
1 a a a a b o a t e o o o

---

Add to this list the following list of frequently occurring words; retrace them fifty times and write them in your tablet twenty times, exactly like copy.

And, on, of, have, for, are, would, or, all, in, will, the, any, at  
an

---

do                    it,                    to.

---

Add the following words; "to, the, do or would" to an outline by shading its consonants stroke; "to, the, do or would". Adjust "in" to other outlines.

And the, on the, of the, have to, for the, are the, or to

---

the two, to the, it would, in to the, in the, in an

---

**Sentences for Dictation.**

Will Wood was in the wood and saw the ice I was to saw and weigh. The ice was in the sea by 11 the wood and I saw a Sioux on the way to the sea to saw the ice for Will Orr. An eye of the Sioux was on the two saws, our 13 wood-saw and your ice-saw.

Oh, you say Will Orr will sue the Sioux for the use of the saws? The Sioux owes us, also, and all the Sioux owes us is due.

Si Wood is in Iowa and he 9 will have to see us, as we are on the way to our 13 associations in Iowa.

Would you wish to see Si and say to him 32 all you say to us.

Would you use the wood we saw and weigh or will you have to saw and weigh the wood you are to use?

We are to have the wood and ice Will Orr is to saw and weigh. Would the wood do you?

You say you are in Iowa and have the wood saw. Will Orr will have to use it 9 to saw the ice for the association. I wish you would say to your association, "as you are away, you will have us see to the wood the association is to use."

**Lesson Five.**

There are four lengths \_\_\_\_\_ of consonant characters, which if written \_\_\_\_\_ downward must commence one-half way \_\_\_\_\_ between ruled lines and extend downward their relative length.

If written upward, they must go up their \_\_\_\_\_ relative lengths from base line of writing. \_\_\_\_\_

If curved, must curve at all points (deeply); if inclined forward, must go forward as far as they go up \_\_\_\_\_ or down; if written parallel, may be written almost any place unless followed by an upright character, in which case they should be written one-half way \_\_\_\_\_ between ruled lines.

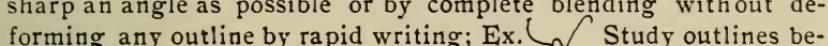
Consonants have no sound of their own, and can only be vocalized by the use of the essence of some vowel sound. They indicate the position or shape of the mouth while uttering some vowel sound, and therefore can only be termed modifiers of vowel sounds. We associate the sound of ē, oo or ū with them to give expression, then speak of them as consonant sounds, but these vowel sounds are dropped when any other vowel character is joined; as "peh ē a o" produces "pay ū"

**Practice.**

In this lesson we have the single consonant characters, and they should be retraced fifty times with a dry pen, then written in a tablet twenty times

Peh	beh	veh	feh	ul
er	heh	wheh	keh	x or ks
cheh	jeh	geh	queh	teh
theh	deh	oon	oom	seh—ste

## Lesson Six.

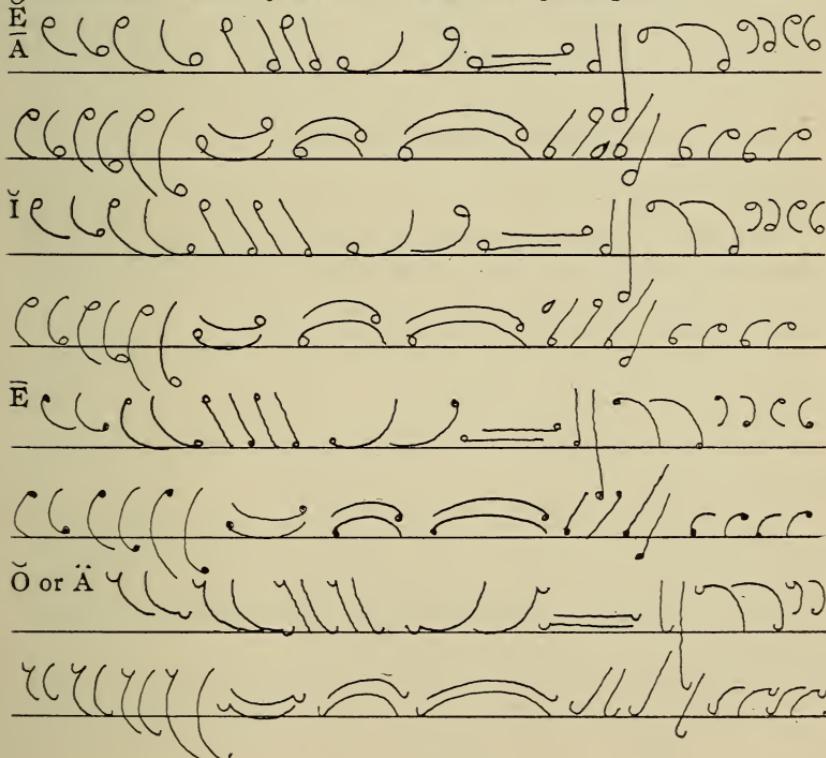
All vowels must be joined to consonant characters with as sharp an angle as possible or by complete blending without deforming any outline by rapid writing; Ex.  Study outlines below.

Short "ě" and long "ā" are generally written the same way unless danger of confusion, in which case, the short "ě" retains its own form.

With a dry pen accurately retrace these combinations twenty times, call each outline by its right name as you do so.

---

Practice for accuracy and to learn the principles.



**Words Produced by Combinations.**

Write these words, in a tablet, twenty times, in this way: Write one line of words in shorthand, then write that line over and over until you fill the page, repeating to yourself both the sounds and the word as you carefully record the outlines. This is done to establish a habit for the hand to readily respond to the sound, and relieve it of a cramped tendency.

Ape, pay, Abe, bay, bey, obey, Fay, ale, ail, lay, e'er, ray, hay, whey, ache, aches, case, aich, age, jay, egg, gray, eight, ate, they, aid, day, nay, neigh, aim, may, stay, kiss, itch, it, in, pea, be, bee, eve, Eva, fee, if, eel, lea, he, ear, eke, key, ekes, keys, each, eat, thee, e'en, knee, me, east, pa, la, fa, are, ox, ott, odd, on, ma, ebb, ell, ere, ex, etch, Ed.

**Sentences for Dictation.**

Dear Sir: 26

Fay Case will have, for the aid of Abe Orr, hay, eggs, a case of peas, eight cases of tea, an ox and an old eel, on the lea in a day or two, so that Abe and Ella may eat all they wish.

If each of you has an ear-ache or is ill you may say it is due to your stay on the bay the other 26 eve.

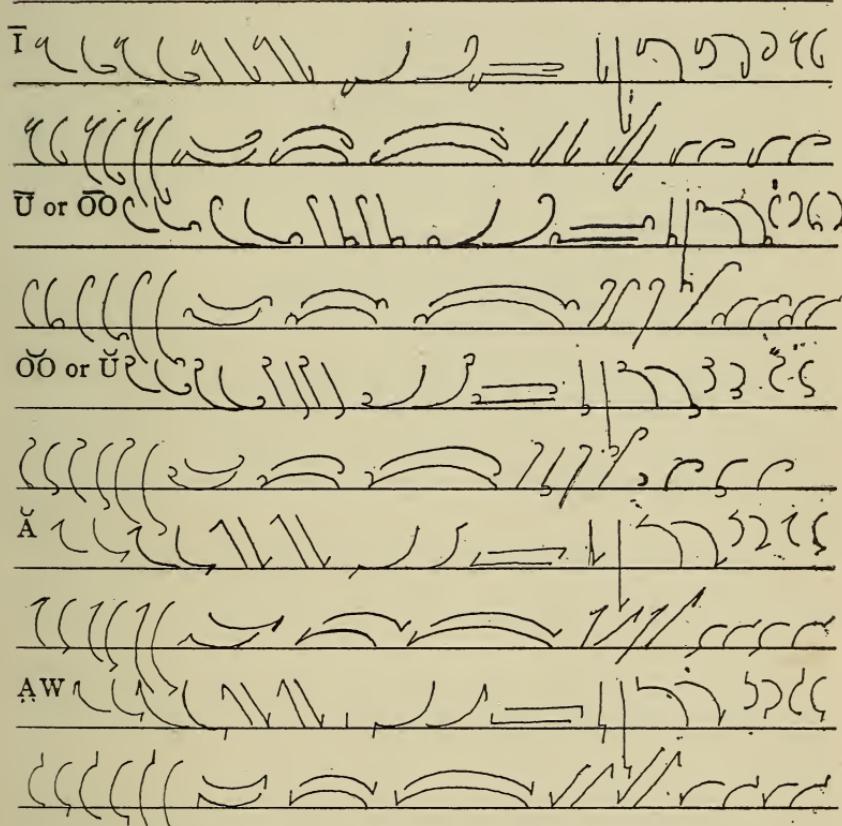
So Abe is of age to-day? I say, Ella may kiss Abe for each year of his age.

You may pay Ray for the Ape and lay the hay and the ale in to the hay-mow 13.

I shall 24 see you in a day or so, and we will row in the boat on the bay.

## Lesson Seven.

Retrace these outlines twenty times, as per instructions:



INSTRUCTIONS: The "C (cheh)" and "C (jeh)" strokes may be written upward to blend with the "k" strokes; as "C (checks)", "C (check)", "C (checker 26)".

chicks, cheeks, chucks, chalks, chokes, object, check, chick, cheek, chuck, chalk, choke.

**Words Produced.**

Write these words in shorthand as per instructions:

Pie, by, buy, I've, fie, isle, aisle, lie, ire, rye, high, why, Ike, tie, thy, thigh, I'd, die, dye, nigh, I'm, my, stye, pew, you've, few, view, you'll, lieu, your, you'r, rue, who, cue, accuse, chew, Jew, Ute, two, too, to, youth, you'd, due, dew, do, new, you'n'I, knew, mew, stew, up, were, us, Abbie, Al, air, ax, at, add, paw, off, all, law, or, raw, cause, jaw, taw, awed, thaw, gnaw, Anna, Ella, Ora, Etta, Eddie, Allie.

**Sentences for Dictation.**

Dear Sir: 26

Anna, Ella, Ora and I will have Al Case, the Ute, and Abe, the Jew, to row us o'er the bay so that 20 we may buy two cases of pawpaws, a new tie for Ike, all the hay our ox will eat in a day or two, raw meat 20 for a stew, a pie or two and an ax for Al to cut wood.

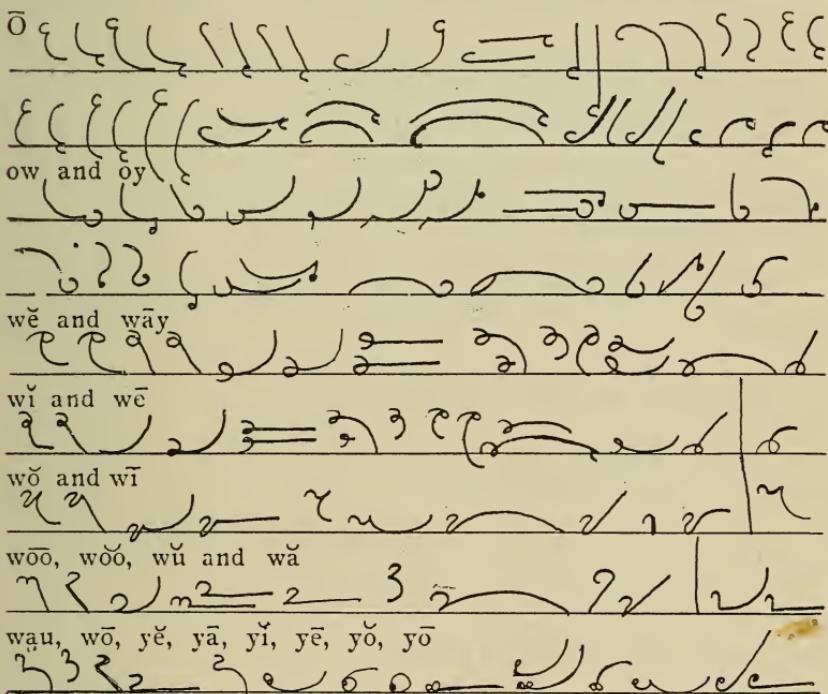
I wish I knew who that youth was whom you said 16 was an outlaw 13. He has two oars of ours that I let 20 him 3 have some two weeks 13 ago.

I guess you will miss your old beau, as he is now 13 on his way to the fair 26 east, and will not be in this city again 32 for over 26 a year.

We have had a few bad days this week 13, so I have not been 30 out to see your cousin 32.

**Lesson Eight.**

Retrace these outlines and write them in your tablet as per instructions:

**Words Produced.**

Poe, bow, foe, ole, low, oar, row, hoe, who, oak, Joe, go, quo, oat, toe, tow, oath, though, although, ode, doe, own, no, know, mow, stow, vow, allow, row, how, cow, cows, owl, our, out, ouch, thou, now, thow, oust, bough, boy, coy, Roy, joy, toy, oil, annoy.

Wept, wave, waif, well, wail, wear, ware, weigher, wake, wage, wet, wakes, wait, weight, wet, wed, wade, weep, we've, wick, week, weak, witch, wick, wicks, walk, walks, wit, with, weed, widow, wind, window, wipe, wife, wire, watch, wad, wide

Watt, wine, wise, woof, wooer, wooing, wood, won, wool, one, waft, wag, wax, wan, war, wall, was, wove, wore, woke, yell, Yale, yet, yes, year, yacht, yore.

### Sentences for Dictation.

Dear Sir:

Eight weeks ago, Joe Coy, Roy Poe and Joe Weeks, were with some of the Wier boys in the yacht on the bay.

They had eight oars with them and it was well that they had, for their sails gave out and they had to use the oars to row the yacht o'er the waves.

The waves were very high and the wind wafted them this way and that.

They saw two yawls on the bay.

The Yale boys were in the yawls, and of all the yells, the yells of the Yale boys were the loudest.

Joe Wells, one of the Yale boys, that I knew, yelled, "See that wire! It will wind us up. Watch out! The wind will waft us onto it. Row this way. Now raise the sails or we will have to wade out. Use your wits."

The wind soon wound the boat in the wire. It upset the boat and a wail went up.

I was also in the yacht and we had to row our yacht over the high waves 11 to them and allow the boys to get into our yacht.

We won in the war we waged with the waves and the wind, but not without wet wool.

A wall of a wave washed away a wig that one of the boys wore. He was the one that wooed Eva Weeks and had walked with her up and down 36 the quay, off and on, for over a year.

We had wine, wool, wooden-ware, wax, each of us a watch, a wide window, a few toys, an owl, a cow, a doe, and although we all had to row, we did not have an oath with us.

### Prefixes.

This tick “ / (aw)” may be used for the prefixes “di or de” and shaded for “s”, changing them to “dis” or “des”; as, “22—c (dispose)”, “L (despise)”, “N (divide)” and “22—c (depot)”.

This tick “ / (ă)” may be used for the prefix “ad”; as, “admit”, “J (advise)”. N

### Words Produced.

Desire, disease, decease, dispose, despise, decide, desert, (19), deny, defy, Deity, desolate (19).

Adapt, adage, adduce, adieu, adjust, adept, adopt, adore, (26).

**Lesson Nine.**

Vowels and rules are applied the same to these strokes as to all other consonant strokes:

less,	uns-ness,	ums-mus-mes

The following words are recorded with the above strokes and the outlines used in lessons six, seven and eight by shading the first vowel in the word for the sound of "s" before it; as, "(ope)" would be changed to "(soap)"; and the following vowel or the vowel at the end of a word shaded for the sound of "s, z, sh or tion" following that vowel; as, "(făsh or fashion)" would be changed to "(făsh, fash or fashion)".

**Practice.**

Write these words in shorthand in your tablet as follows: Carefully write a full line of their outlines, then endeavor to improve upon these outlines as you read and write them over and over for ten consecutive times; then fill another line and do likewise; then another and another until you have written all of these words ten times apiece.

Write as rapidly as you can, but be careful to make straight lines straight, curved lines well curved, and all the right length and the right slant or direction.

**Words Produced.**

Sells, sails, sales, sills, seals, soles, souls, soils, less, lace, list, lease, leases, luscious, loose, lasses, losses, lotion.

Sense, sins, since, scenes, seams, psalms, signs, sons, science, assumes, sums, aims, alms, mess, ness, necessary, (), necessity, necessitate, Messrs, maize, amaze, miss, misses, mistress (26), mice, nice, muse, master, nieces, niece, mister, news, mass, moss, nose, knows, most (19), Moses, mouse, noise, annoys, misery.

Pace, pays, base, bays, safe, save, face, phase, sell, cell, sail, sale, race, raise, ration, oration, haze, sake, case, sex, sakes, sage, osage, set, saith, said, Sadie, sane, seine, same, case, chess, chase, occasion, Jess, guess, gaze, daze, nation, stays, station.

Sip, abyss, sieve, fizz, sill, silly, sear, his, whizz, sick, kiss, six, kisses, 'tis, this, sin (32), fish, 'bation, 'bition, addition, edition, mission, omission.

Seep, piece, peace, peas, fees, seal, cell, seek, keys, seeks, cheese, siege, seat, tease, these (use "s" stroke), thesis, seed, knees, seen, seem, seam, cease, suite.

Sop, pa's, fob, boss, bosh, sock, socks, sot, sod, ma's, psalm.

Pies, buys, lies, sire, rise, rice, whys, site, sight, cite, ties, scythe, thighs, side, sighed, dies, dice, dyes, sign, size, sighs.

Soup, pews, abuse, books, fuse, lose, sewer, ruse, hues, whose, accuse, choose, Jews, juice, goose, suit, twos, sooth, sues, sued, dues, dews, assume, stews.

Sup, puss, push, sub, 'bus, bush, fuzz, fuss, sur', sir (—26), rush, Russian, bush, suck, such.

Sap, pass, passion, bass, cash, fashion, Sallie, lash, rash, has, hash, sack, Cass, cash, sag, gas, gash, mash, paws, pause, boss, soft, Saul, Ross, cause, jaws, gauze, sought, taws, thaws, sawed.

Soap, oppose, position, possession, sup, possesses, posy, bows, beaux, sofa, foes, sole, soul, soar, sower, rows, rose, arose, rosy, hoes, hose, soak, soaks, cosy, choose, goes, quotient, toes, those, dose, sown, motion.

Boughs, bows, vows, allows, arouse, house, cows.

Poise, boys, Roys, caution, choice, joys, joice, toys, swell, sweat, sweet, swear, suage, swayed, swain, swift, swill, switch, swim, swoon, Swede, swept, swab, swallow, wasp, swine, swar, swam.

### Rule

Reversed hook at the end of a stroke records the following "s, sh, tion"; as "sips , "section" .

Sips, seeps, sops, sobs, auction, walks, waves, saves, safes, sets, sits, seats, sights, worse, yours, ours, sours, soars.

**Sentences for Dictation.**

Dear Sir (26):

It will be necessary for one of us to be at the sale, for, as our sons are to assume the mass of losses to be sustained (32) on laces, we must (ms shaded) have a list of it.

Messrs Moses and Sells aim to buy most of the notions and will lease the house to sell all they buy right (19) there (26) at a high price (26).

Alice Reece read an oration on the occasion of the admission of Jesse Keys to their (26) association.

Are you not (19) sorry for Miss Maise? We saw Miss Maise with the Misses Case at the mission two days ago. Mister Sam Moses says he is amazed that Miss Maise does not have the alms.

We had (19) no occasion to buy any cheese, sage, keys, fish, rice, socks, or other (26) rations when (32) we were out on the ocean.

Saul Sawyer said he saw bees sip sap that seeped out of the old oak at the gash you cut in the oak with your ax.

Sarah Reece is in possession of an oration that Sallie Russ and Sarah sold to Miss Lizzie Pease, who is in position to buy it, as Lizzie had sufficient cash to do so.

The Sioux will sweep the house, swab the window sash, switch the boys, swallow the rice, swim the Kaw, seize the noose that you saw sail in the air, and sound the question you are about to ask.

Dave Rose bought six dozen scythes, two heads of cheese, eight pies, one piece of lace and a fish.

## Lesson Ten.

The following words are recorded with the outlines used in lessons six, seven and eight by shading the consonant stroke; as follows, "pay l" is changed to "paid or pate l". But if two words have a tendency to confuse that have the same outline, the one shaded for the handier stroke may be recorded by using the stroke instead of shading; as, "pot l and pod w".

---

### Words Produced:

Apt, wept, aped, pet, pate, paid, pit, peat, pot, pod, pawed,  
— pode, pout, ebed, webbed, wiped, bet, bed, bate, bade, bit,  
bid, beat, beet, bead, bot, bite, abide, beauty, boot, booty, but, bud,  
bat, bad, bought, about, boat, abode, bowed, Boyd.

Aft, waft, waved, viewed, vat, vote, vowed, void, avoid, fed,  
fate, fade, fit, feet, feed, fight, defied, feud, food, foot, fat, fad,  
fought.

Ult, alter, altar, welt, weld, wilt, willed, walled, let, led, late,  
lady, laid, lit, lid, lead, lot, light, lied, loot, lad, lawed, laud, load,  
aloud, Lloyd.

Aired, art, wert, wired, word, ward, wart, worth, read, red,  
raid, rate, writ, rid, read, rot, rod, rite, wright, right, write, ride,  
root, rood, rude, rut, rat, wrought, rote, wrote, rode, road.

Head, hate, hit, hid, heat, heed, hot, hod, hight, hide, hoot,  
who'd, hut, hat, had, hood, whet, whit, wheat, what, white.

Act, eked, walked, Kate, kit, kid, keyed, cot, cod-fish, kite,  
could, cut, cud, cat, caught, coat, code, cowed, coyed.

Cheat, chat, jet, jade, jot, jide, Jude, get, gait, gate, got, God,  
guide, good, gad, goat, goad, quit, quite, quote, quod.

Tot, tight, tied, tide, toot, tut, taught, taut, toad, toyed.

Thought, they'd, that, thawed, aided, added, wedded, waded,  
weeded, wadded, debt, date, did, ditto, deed, dot, died, dite, dude,  
dud, dad, dote, doubt.

End, aunt, ant, owned, went, waned, wind, weened, want,  
wand, wind, wound, net, Ned, knit, neat, need, not, knot, nod,  
night, knight, nut, naught, gnawed, note.

Met, made, mit, amid, meet, meat, mead, mite, mute, might,  
moot, mood, mud, mat, mad, Maude, mote, mode.

State, staid, stayed, stewed, stowed, stout.

Sipped, seeped, sopped, sapped, supped, soaped, pest, swopped,  
paste, pieced, pots, pods, pushed, passed, past, paused, post, posed,  
sobbed, swabbed, bates, baste, best, bets, beds, bits, bids, beets,  
beast, beats, abides, beauties, boots, butts, buds, 'bats, boost, bust,  
bossed, boast.

Vest, vast, vats, votes, fits, fist, feast, feats, feeds, fights,  
feuds, fussed, fast, fats, fads, faust.

Leads, least, laced, list, loosed, last, lost, loads.

Rest, raced, wrist, writs, rods, writes, rights, rides, roots,  
routs, routes, ruts, roast, roads.

Hist, host, hats, whist, kissed, (use ks stroke), cost, caused  
(use ks stroke), coast.

Chest, chased, chaste, jest, just, guessed, guest, gust, ghost,  
quest, question, swagged.

Test, taste, toast, thoughts, dust, debts, dates, deeds, nest.  
most, motes, must, (use ms stroke), states.

**Sentences for Dictation.**

On or about the 5th day of August, I, Will R. Lloyd, saw Joe Boyd buy of Si Reed a load of new hay, that said Reed had Roy K Haight cut for him on the low lea a few days before. Boyd paid said Reed the sum of "2.85" for it and sold the same to Ora Case for "8.52" that same day.

I know that said Reed has not paid said Haight for the hay he cut, and said Reed said he would not pay him.

I saw said Reed buy some wheat with what he got for the hay, but I do not know who bought the hay of Joe Boyd.

I do know that said Boyd bought a boat and two oars with what he got for the hay, and now he rows us o'er the bay to our house each day.

We pay him for this and now he has enough to pay for a cow, an ox and a case of eggs he got of Fay East.

Last week he went out and said he would be away for a year or two. He said that he had sold all he had to Ella Gate.

I do not know the lasses who were with Al Wier, but Sarah Gates said they were Eva, Kittie, Louise, and Abbie Sells.

Roy Weeks and wife bowed to us as they passed on the way to the quay, where they were to get into a boat for a sail o'er the waves of old ocean.

**Lesson Eleven.**

These words are recorded by writing the outlines below the line of writing to express the sound of "p" or "b", and the phrases are formed either by shading the consonant strokes of the outlines for the words: "to, the, do, or would" or by writing the outline below the ruled line of writing to express the following words, "be, to be" or "up".

Record the following words in shorthand ten times as per former instructions.

---

Rep-reb,      mp-mb.

These strokes are valuable.

---

**Words Produced.**

Peep, pipe, pup, pope, pass up, put up, babe, bib, bub, Baptist. February, fib, fob, foppish, lip, leap, lop, loop, elope, lap, liberty, library, write up, read up, wrote up, rest up, wrought up, raise up, read up.

Repeat, rasp, rip, rib, rebate, rebid, ripe, rob, Rube, rebut, rub, rebought, report, robe, rope, reposed, repast, nap, may be, Emperor, map, mop, mope.

Hip, heep, hop, hub, hoop, hops, hope, happy, whip, cape, kept, Cabe, keep, copy, cob, coop, cub, cop, cub, cap, cope, cab, chip, cheap, chop, chubby, job, Joppa, jab, Job, gap, gab, equip, equipped, tape, tip, top, type-writer, tube, tub, tab, tabby, tipped, knob, neighbor, nip, nab, step, steep, stop, stoop, stab, made to be, might be, apt to be, about to be, to be, to be the, would be, if I'd be, if you'd be, if we'd be, if 'e'd be, if 'a'd be, you've to be ("you" and "we" are adjusted to the stroke) we've to be, are to be, you'r to be, we'r to be, were to be, were you to be, were I to be, were we to be, right to be, write to be, wrote to be, your right to be, you wrote to be,                    we wrote to be, our right to be, raised to be, arise to be, arose to be, has to be, had to be, I had to be, you

had to be, we had to be, could be, you could be, I could be, caused to be, it'd be, each 'd be, just to be, got to be, get to be, go to be, at the, at this, at that, that is to be, is this to be, ought to be, said to be, with that to be, with this to be, I'm to be, sent to be, you'n I'd be, of that, if this, of these (use s stroke), of those, for that, for this, for it, for these (use a stroke), for those.

### Sentences for Dictation.

Wool was sold at the house, but it was well said that Will Wright did not get the wool, although the boy bought it. A boy laid it on the quay and the waves bore it out to sea, and "thou art the boy."

Ray Abbott laid a new side-walk for us, to pay for the wood-ware he bought of us.

Bob peeped in and saw the pope lay his pipe on top of an old tub. This was last February. He saw a fob that lay on the library. He bit his lips and in the lapse of an hour he had the fob, but just as he went to hop out of the window his foot caught and he fell into a heap, so the pope now has hopes that the boy will be good.

Once before, the pope lost a cup, a cab, and a cap that it is said the boy got and kept.

Some say it is of no use to cope with the boy; it would be well to give him a cheap ax and have him chop wood.

He went to Joppa one day equipped with a type-writer, when some one jabbed a knife into it and caused him to lose his job.

Some one gave him a tip and with it he bought a top. He thought he hit a tabby cat with the top (that was when he had a cat-nap).

His papa bought a map for him and he mopped it in the mud, but when he stooped to step upon the step he had to stop.

**Lesson Twelve.**

Shaded vowels are not joined to the beginning of these strokes, nor are they used to record words having a vowel sound between their initial "S" and a following consonant sound; but otherwise vowels and rules are applied the same to these strokes as to all other consonant characters.

The "heh", "her", "hul" and "wheh" strokes may be used after vowel characters instead of sheh, sher, shel and shen or shem to express these sounds, as. "  (ash)", "  (cashier)", "  (commercial)." )

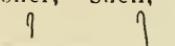
All of these strokes are written downward except "speh" and "sub".

"Aw" following an upright stroke may be substituted with "O".

Retrace these strokes fifty times as you call each by their right names, then write them twenty times, and write these words in shorthand, as per former instructions, ten times.

The "sub" stroke may be written in any position to record that prefix.

---

sher, sheh, shel, shen-shem, sker, skeh, sleh, sneh-smeh  
  
 shep, speh-sub.  


---

**Words Produced.**

Share, shear, shire, sure, shore, shower, shirt, shared, short, sharp, shay, she, shy, shoo, shoe, pshaw, Shaw, show, shed, shade shot, shod, shoot, shut, shad, shout.

Shep, shape, ship, shop, shipped, ships.

Shell, shale, shall, shalt, shoal, shelled, shame, sheen, shine, shun, sham, shone, shanty, sharp, shabby.

Scar, scare, secure, score, scour, scarce, screw, skirt, skate, sky, scow. Scott, scoot, scat, scout, script, scrape, scribe, ascribe, ask, subscription, subscribe, scrub, scrape, escape, skip, scoop, scope, scab.

Slight, sleigh, slide, sled, slid, slice, slate, sleet, sluice, slat, slept, sleep, slop, sloop, slap, slope, snow, snout, smite, smut, smooth, smote, snap, snipe, snoop.

Space, spade, spaced, speed, spit, spot, spy, spice, spies, spite, spied, espied, espouse, suppose, spout.

I shall be, you shall be, we shall be (you and we should curve from right to left), I should be, we shall be, we should be, ashame to be.

#### Sentences for Dictation.

We spied a spy on the spot where we met the supposed spouse of Will Reed. He was in a spat with Reed about the speed of a gnu as it sped by us, and in spite of us they got into a spat—a fight. Will Reed's wife was scared by the spies that scoured the woods for a scout. There were a score of spies.

The chief spy was a scribe and a scrub in size. He it was that got into a scrap with Reed.

The shire has a short shore of the sea, and I'm sure he would share it with us if we wish to fish. We have had a shower all day and have had no snow, so fishing would be good.

Should you shoot the bass the shire would shut you out of his share of the shore.

We shall show you the shale shore where a shell lit yesterday (26). The sun shone all day and will shine yet today.

Do not shun the slight old sleigh, for we may ride o'er the sleet and snow and see the boys coast with their new sleds.

The sleet is smooth and Smith says he will go with us as soon as he shuts his shop.

The air is very sharp and the sheep will shiver if allowed to sleep out of the shed, and you know the shed is in bad shape. They slept out last night and if you let them sleep out tonight I shall slap you.

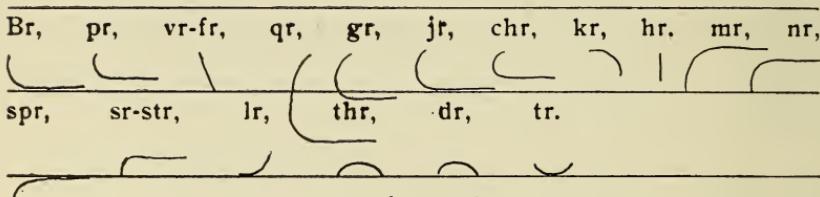
We did not see a sloop, we saw a ship as we were on the slopes of the shore.

Eat that slaw and do not be so slow about it.

**Lesson Thirteen.**

Vowels and rules are applied the same to these strokes as to all other strokes, but as they have two or more sounds, following vowels may be recorded at the end of the stroke and read either before or after the "r" sound; as, "v (fire or fry)."

See "Practice" pages 8 and 16.

**Words Produced:**

Weeper, sweeper, wiper, sapper, supper, pair, pear, pare, peer, pier, pure, poor, pur, per, pert, part, port, parse, purse, pore, pour, power, pretty, prate, parade, press, praise, priest, pry, pries, pride, price, prose, proud, party, apart, sabre, sober, Webber, Bert, bear, bar, buyer, Boor, Burr, bare, bower, board, abroad, bread, breath, braid, breed, bright, bride, brute, brood, bruise, brat, brass, brought, broad, brayed, brace, breast, brush, browse.

Sever, savor, ever, every, weaver, very, vary, safer, cipher, suffer, sapphire, offer, over, wafer, fair, fare, fear, far, fire, fewer, fur, for, fore, farce, first, fry, Friday, frow, fret, Fred, fresh, phrase, afraid, freight, free, freeze, frieze, froze, frost, fraught, fright, affright, fruit, frat, fraud.

Cellar, seller, celery, sealer, salary, solar, lair, layer, lure, allure, lower, lawyer, letter (read the "t" by shading before the "r" sound).

Hare, here, hear, higher, hire, hewer, who're, her, hair, where, whirr.

Sicker, seeker, sucker, weaker, Walker, care, car, cure, core, cower, cry, crow, court, crest, caress, craze, Christ, cries, cruse, crust, cross, carouse, crate, crude, kraut.

Cheer, char, chart, chair, etcher, wager, jeer, jar, jury, eager, gray, sugar, cigar, augur, grew, grate, great, grade, grace, grist, grit, greet, Greece, greed, grass, gross, grouse, girth, growth, gourd, guard, queer, quart.

Eater, otter, outer, utter, wetter, waiter, water, sweater, sweeter, setter, suitor, tare, tray, tire, try, tour.

True, tear, tower, tried, trait, trade, trace, treat, trees, trot, trod, trite, truce, trust, trout.

Either, ether, other, author, weather, wither, southern, (30), there, their, threat, thread, thorough, through, thrice, thrust, throat, throw.

Dread, dried, dry, drew, draught, drouth, adder, odor, wider, dear, deer, dire, door, dower, dirt, dared, durst, dress, dross, address.

Inner, honor, owner, winner, near, nigher, newer, an hour, mayor, mere, mar, mire, mower, more, assayer.

Stair, steer, Esther, Easter, astor, western, Worcester, star, stir, store, start, stray, strait, strew, straight, straw, strut, start.

Spare, spear, spar, spire, spur, aspire, spray, spree, spry, sprite, spruce, spread, spurt, spirit, sprout.

**Sentences for Dictation.**

It appears that Will bought eight pears for you to pare. The price of the pears was below par, but they were too high for the poor to buy.

You may eat part of each pear, but if you wish pure pear pies, you should not eat what you pare, but pour the pared parts into a pair of pots; one for you and one for your "pard."

We were on the pier as a sloop sailed into port. On board one of the ships, was a bird that was brought here from Great Britain. The buyers of the bird were Bart Barber and Albert Bruce. The Captain said it was not proper for them to keep the bird on board the ship.

The upper part of the ship was not for freight and every one feared to have the bird kept in the lower part of the ship as it might affright at every passer-by.

When pressed to do so, the boys paid the fare for four, although fewer were with them. Heretofore, every boy had his pass free, but for fear they would be put off, and that they were far from shore, when pressed, they paid their fare, also, so that the Captain would not be so sharp with them.

Fred had freight on board and could not afford to have it put off on some isle.

Vowels may be recorded or joined the opposite way from which they are joined in lessons six, seven and eight to record the sound of r, rg, rk, rj, or rch at the end of a word; as, pray ↘ changed to prayer, ↗ past ↘ changed to pastor or pasture ↗ .

### Words Produced.

Verge, forge, forage, large, larger (use lr stroke), clerk, Clark, clergy, lethargy, dollar.

Passer, patter, pastor, pasture, poser, poster, better, bitter, bidder, butter, budder, batter, Buster, fetter, feather, fester, fitter, feeder, fodder, father, fighter, February, fatter, faster, foster, lesser, ledger, later, litter, lister, leader, leaser, rare, rear, roar, racer, eraser, redder, reader, rider, writer, rudder, rather, roaster, header, hater, hitter, history, heater, hotter, whiter, hatter, cater, Kaiser, cuter, cutter, coaster.

Chatter, chaser, chowder, gester, tester, taster, tatter, totter, tighter, tutor, tither, tosser, toaster, debtor, dotter, messer, master, stutter, scatter, shatter, smatter, shelter, sheller, shorter, prayer, prior, bearer, brier, brewer, breeder, brighter, brother, fritter, fretter, friar, freighter, fruiter, fairer, farther, further, herder, Carter, Charter, crater, tracer, northern, (32), trotter, traitor, dresser, dryer, Drury, drawer.

### Sentences for Dictation.

Fred Porter made a trade with his pastor, Mr. Carter, who had a deer in his pasture that Fred would have at all hazards.

Fred loaded a cart with carrots, cherries, large sprigs of spruce and fir, brought them to his pastor and said, they were prayers of his father; but he knew not how to bring it to his mind, that he would trade these for the deer when his father had said that he should not say he wanted the deer.

This brought tears to his eyes, but just as he shut the door of his pastor's house the deer saw the spruce and firs and started for them.

The pastor threw a spear at the spry deer and said the boy might have the deer.

### **Prefixes and Syllables.**

This tick “ \ ” may be used for the prefixes “pre, per, pur, pro or por; the “pre pur or per” before or under the beginning of outlines and “pro or por” over or after the beginning of outlines; as, purpose \, propose \, preface “\” and produce \ .

The pen or pencil may be lifted to express the intervening “gra” or “gre”; as, con-gre-gation \ , photo-gra-ph \ and tele-gram \ (44).

### **Words Produced.**

Photographic, photographer, phonograph, mimeograph, telegraph, logogram, lithograph, lexograph, geographic, photography, segregate, congregate, aggregate.

Propose, probate, prepare, purpose, purport, proper, property, propriety, preparation, appropriation, approbate, provide, preface, pervade, previous, provision, prelate, prelude, preferred, purchase, progress, present, premise, promise, predisposed, (15), promote, produce.

### **Sentences for Practice.**

We shall prepare to photograph the property you have congregated for your purpose, for you have a lithograph, a geography, a mimeograph, a telegram, and a phonograph that you have no right to appropriate.

We propose to know your purpose in appropriating these provisions to your own use.

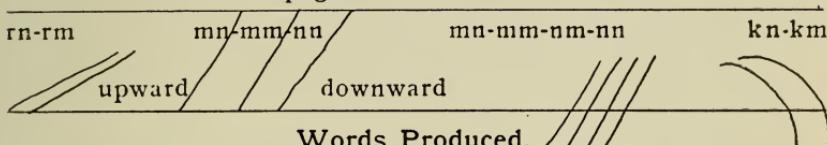
Had you purchased this property you would produce the evidence and not put us off on promises this way.

Previous to your prelude or preface in your geography we see where some one wrote a name (32), and it was not your name either.

## Lesson Fourteen.

Vowels and rules are applied the same to these strokes as to all other consonant characters.

See "Practice" on pages 8 and 16.



### Words Produced.

Wren, rain, reign, rein, rim, ream, rum, run, room, ram, Rhone, Rome, roam, Rhine, rhyme, rent, rents, rend, rant, round, around, errand.

Men, moan, main, Maine, memory, memoir, mam, mum, mend, ment, amend, mint, mince, mints, manned, mined, mind, moon, moaned, amount, immense, noon, mound, none, unknown, Nancy, known, noun, name, numb, Cain, cane, kin, keen, kine, coon, cone, come, comb, kent, kind, count, account, can, can not.

Any curve may be increased to a half circle to express the following "n" or "m" sounds; as, ten done gent C.

### Words Produced.

Pun, bun, bump, learn, lesson, lend, lump, lumber, cousin, chum, chump, gentleman, gum, gun ten, ton, tun, tempt, trump, turn, terms, thump, thumb, them, from, done, dump, dumb, stem, stump.

Print, primp, prince, prompt, prime, prune, prance, prone.

Brain, brim, brine, bruin, broom, brand, brawn, brown.

Churn, charm, germ, adjourn, Jerome, grain, grin, grim, green, grind, groom, grunt, Grundy, grand, grant, grandma, grammar, grown, groan, ground, groin.

### Sentences for Dictation.

When the men were out in the forest, one of their boys was bit by a snake. One of the men ran to a stream, got some mud to absorb the poison, another got a dock-weed, bruised it and put that on the wound; another man had him take (44) some wine; another some rum. Then they carried him to his room, where he could look (44) out at the moon-light. (This was about noon).

The boy's papa was very mum, as the boy was quite numb, and he did not want the boy's mamma to know it; but, when the boy came to his senses, his papa came in and let her know all about it —bought the boy a can of fruit, and, in less than nine days the boy was out.

## Lesson Fifteen.

All circles may be elongated or changed to loops to express the following "n" or "m" sounds; between consonant sounds, the sound of ö, ü or ē need not be expressed; as, "ꝝ (eff)", "ꝝ (enough)", "ꝝ (interest)", "ꝝ (ten)", "ꝝ (tame)".

These loops are adjusted in such a way as to point in the direction of the stroke; as, ꝑ (to) changed to "ꝑ (into)", "ꝑ (the)", changed to "ꝑ (in the)".

They may be shaded, also, the same as vowels; as, "ꝑ (similar)", "ꝑ (invention).

### Words Produced.

Impatient, impede, impute, imputation, imposition, impious, impose, imbed, embody, imbued, invest, invite, invitation, (circle "a" out from the "i" hook), invade, in view, invent, invention, in fashion, inlet, inless, inlaid, enlighten, aimless, symposium, simple (39), Enright, in wrought, enroot, inroar, in his, in what, in white, in case, encase, sink, inch, inches, cinch, injustice, inquest, inquisition, into, entice, in the, in that, in this, in these (s stroke), in those, enthuse, enthused.

In debt, induce, indeed, indict, endow, in state, instead, institution.

Pen, pension, pin, pain, pent, pains, panes, paints, Ben, bend, bent, Bain, been, bin, vent, invention, vein, fame, vane, vim, lame, lean, limb, limp, limit, lint, liniment, written, hem, hen, hame, him, hymn, hint, hence, hemmed, kin, came, keen, cousin, chain, chin, chintz, gent, gin, Jim, Jean, gain, again, against, quaint, acquaintance, quince, queen.

Ten, tempt, attempt, attain, tin, Tim, team, then, thin, theme, den, Dane, dame, dim, deem, Dean, dent, indent, Indian, dents, dense, name, main, stem, stain, stead, stint, limp, hemp, whence.

### Sentences for Dictation.

Ben Kain, Kansas City, Kansas, came into the pen, wherein, Lem Lane, his cousin, kept his ponies and asked Lem to loan them to him for ten days. This Lem said he would do in case Ben returned the loan with interest that he, Lem, had let him have eighteen years before.

To this Ben said, "I thought you were a friend of mine and would not mention that, as you know I have had hard enough time, having (44) had to spend every cent I could get to feed my kin and send Jim and Jane to school." "Well", said Lem, "you may paint my barn on the other farm, if you do not use paint that is too thin. If you'll use white lead and linseed oil, not too thin, you may paint enough to pay for paint, oil, loan, interest and ponies."

"When shall I begin?" said Ben. "In my position, my supposition is that your request is an imposition, and you cannot enforce it. If you will get an invoice and credit me with my just dues, you will find that a part of your income is mine."

---

As soon as Alice Crew came off board the ship, Fred Ford hired a cab for her to ride to her house near the shore, one street to the north. He then went to the court house, got a street-car to his house at the lower end of the city and tried to persuade his brother, who is a sailor, to grade his yard, and, as soon as he dared, called upon Laura Gray to see if she would act as bride's maid, and Harry Dyer, to have him act as best man, and set the hour for services at 3 p. m. He then drove to Cora's house to find that she had gone with Nora and May Darrow to attend a fair in another city. This caused him to grow very cross. He got on the car for said city, where he met said maid and she informed the gentleman that he should not court her any more.

He thought she did not care for him, but when he saw her cry, he tried to start a move that would spare her the embarrassment of his error.

Of all the cheers and jeers that greeted him when he got home, those of his brother brought the most frowns to his brow.

An hour or two later Bert Reed brought the lass by his house.

**Lesson Sixteen.**

The following "i" may be lengthened to express the following "n or m" sounds; as, "i (pie)" changed to "i (pine)".

The "a", "aw" and "oy", may be lengthened to the extent of "ns, ms, n, m, or mn" to add these sounds to their preceding vowels—(in this instance "o" may be treated as "aw"); thus, "i (pä)" would be changed to "i (pans)", "i (pan)", "i (panama)"; "i (pä)", would be changed to "i (pawn or pond)", or "i (palm)", and "i (poy)" would be changed "i (point)."

If the consonant before the vowel is shaded, the t, th, or d" is read after the "n or m" sounds following lengthened "i", but before the "n or m" sounds following the "a, ah, aw and oy" sounds; as, "i (pint)", "i (patent)", "i (pant)".

**Words Produced.**

Pine, pint, pines, pined, bine, binds, vine, fine, find, line, lime, lines, limes, hind, prime, brine, liner, frighten, whine, kine, kind, chime, quinine, tine, time, in time, thine, dine, dime, crime, miner, minor, grind, slime, spine.

Pan, pans, palms, patent, patents, pant, panned, pants, Panama, bands, band, van, vance, advance, fan, fancy, fanned, familie, fatten, fattens, land, lands, lamb, lamp, latin, hand, Hattan, enhance, shan't, shanty, handy, chance, chant, champion, jam, gander, gammon, tan, tans, than, Dan, dance, dam, stand, instance, stammer, Statten, brand, France, cram, cramp, grant, grammar, strand, trance, tramp, dram, remand, rattan, Canton, grant, prance, brands, grand, strands.

Pawn, pond, palm, balm, balmy, botany, bottom, Vaughan, fond, lawn, calm, John, gone, Tom, dawn, prominent, from, form, farm, foreign, alarm, alarms, cotton, charm, corn, corner (28), Normal (41), drawn, Norton, adorn, storm.

Point, loin, coin, joint, appointment, groir, Des Moines.

**Sentences for Dictation.**

Will you see the President and enjoin upon him to appoint me as envoy to France? You know I can win every point, if he will appoint me, and as to the coin, I shall pay my own way and be enjoying the trip. You know I need such a trip.

Bert and I passed through the pines. We saw a boy find a dime near a lime-kiln. With it he paid his fare on a street-car and so got to school in good time.

We were near a grape-vine that had twined itself around a pine tree. From this vine we each got a pint of ripe grapes that we carried to a poor boy that was about to pine away. He said they tasted fine. Bert had a canine that whined for the grapes. As it whined for the grapes the poor boy had, he was kind and gave the canine some of his grapes.

The poor boy had just swallowed a dose of quinine and he said the grapes came in good time to get the bad taste out of his mouth.

At this instance his cousin chimed in to say that he must dine with them.

As she stood behind our chairs, she thought it would be no crime to frighten us some by saying that the boy had too big a dose of quinine.

Dan went to Baton Rouge to see about a patent for a pair of pants. When he got there, he learned that his friend had just gone to Panama, so he hired a band to ride in a van and play for the amusement of a champion by the name of Hammond, and quite a crowd of street urchins. The "Old Gander" crowded them all in one van, so that they had to stand and could not play very well. From there he went to Staten Island and Manhattan. In all of this time there was not an instance when he did not spend some money; and that was, too, more than he could afford. I cannot say as to what he paid for the band, but I know that it was more than enough.

## Lesson Seventeen.

The sounds of "own or ome ( c ), un, um, oon, oom ( d ), oun, or oum ( g )", may be expressed as indicated in parenthesis, and joined to consonant strokes; as follows, " u (pony)", " u (untie)", " o (hound)", " o (abound)".

### Words Produced.

Pony, bone, bony, phone, foam, loan, loam, Rhone, Rome, home, cone, comb, chosen, grown, chromo, Sloan, Jones, tone, dome, stone, prone, borne, Loren, hone, shown.

Pound, bound, pounce, found, round, hound, bounce, count, account, gown, town, thousand, down, noun, mount, mound, brown, frown, crown, ground, drown.

Unpaid, unbias, unfit, unless, unread, unready, unkempt, uncap, unchaste, unto, undo, untie, untied, untasted, untaught, Hun, fun, crumb, drum.

### Sentences for Dictation.

Mr. Vaughan had a pet fawn that would graze for days on the lawn near an old pond. Mr. Vaughan was very fond of his fawn and hated to part with it, but, as time wore on, it dawned upon him that he should pawn it for food. This he did and gave his bond that he would redeem it.

When he had gone home he found in the bottom of a drawer an old botany and in the botany he found enough money to redeem the fawn.

He went immediately to the pawn broker's office. Just before he got there, the pawn broker saw him and got a gun to shoot the fawn in order to have some fun with Vaughan, but the old chump jumped in front of the gun, and as he did so he jostled (41) the man and caused the gun to go off, so it shot him instead of the fawn. This "stunt" was done so well that my chum could not see how it was done.

### Sentences for Practice.

Dan Jones had a dark roan Indian pony that often fed in the pasture near our house.

One day we went to break some light loam soil for garden, and asked Dan if he would loan his pony for that purpose. This he kindly agreed to do, so we hitched up the pony and went out to turn the sod.

We had not gone far when we ran into a lot of bones of an old buffalo that had died over one hundred years before,

When we got through that, we ran into some stone that was left there by Mound Builders ages ago (so papa and mamma said).

Of the many things that we turned up was an old comb and a cone-shaped oddity. We did not know what it was.

By the time we were there an hour, the pony was covered with white foam.

As soon as Jones saw it, he phoned for the police (40), and by the tone of his voice, I thought he would have me arrested, so I ran up into the dome of our house and got out on the comb of the roof.

He said we had unfitted the pony for use.

This was over a year ago, and do you know, Jones says the debt is unpaid, and, unless we pay it soon, he will undo all we have done to our new home.

He has uncased our well, untied our cows, undone our gates, and yet he says we are "unready" to come to some agreement. The gates are undone most of the time anyway.

His wife goes here and there with her hair unkempt, and do you know, she is so untidy, none of us will go with her.

Oh, did we say he uncased the well? Well, it was covered with a stone and he uncovered it.

I tried to dine at their house, and do you know, I had to let most of the food go untasted, as it was "unfit" to eat.

## Lesson Eighteen.

The "un" may be shaded, used for the prefix "under"; as  
 "  (underwriter)".

The "inter or enter" prefixes may be expressed by crossing over to the "in or en" loop at the beginning of an outline, as  
 "  (interpose)", "  (entertain)". But, if preferred, the "inter or enter" may be expressed by light or heavy dots over an outline; as, "  (introduce)", "  (enterprise)".

### Words Produced.

Underpaid, underbid, underfed, underlie, underlaid, underwriter, underrate, undertake, (44), undertaught, understated, understand, underhand, undergo, undergone, underscore.

Interpose, interpret, intersperse, interbrain, intercede, intercept, interchange (44), interchain, intercedent, interclose (40), interclude, (40), intervene, intercourse, interdict (44), interfere, interference, interlace, interline, interlude, intermarry, intermediate, intermission, international, interruption, interstate.

### Sentences for Dictation.

"All of the under-employees of our factory", said Reed, "are underpaid. They know it and will quit their jobs. Do you understand?"

"You should not be undecided, but act now, or they will say that you are underhanded (i. e. You have no help) and that they cannot trust you. You do not know their underthoughts, nor what embarrassment you may have to undergo to get them to come back."

The underwriter said that they were underfed, and that your advice is undefined to them. They have undergone more than you know. If higher wages are undelayed, they will undoubtedly (41) return today.

The cement around our house is underlaid with stone.

Ed Brown said that Jones had understated the truth.

This “u (ah) character written over an outline will record the prefix “trans”; as, “u(transpire)”.

This tick “—” may be used for the prefixes, con, com, coun, cog or cong”, as “\ (comfort)”, —o(congress); and they may be shaded for “t or d”; as, “—r (cont-inue)”, “—o (cond-ition)”, “— (come)”, “—r (can.)”

When these syllables are used in the body of a word, or follow a very familiar word, they may be expressed by crossing a former stroke with one that follows the syllable; as, “—o(the cong-ress)”, “—f (recommend)”, “—f (re-cog-nize)”, “—u (cannot)”.

### Words Produced.

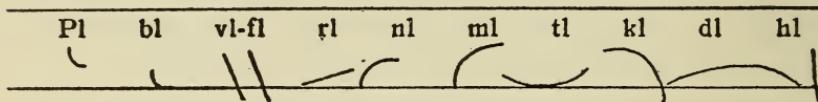
Transport, transpose, transgress, transcend, transact, transmute, transitive, intransitive, transmission.

Compose (22), comport, compact, compress, combine, confuse, confine, confide, convene, convention, conform, comfort, congress, congruity, common, concur, concord, county, country, cont-ract (43), cont-rary, come.

**Lesson Nineteen.**

Vowels and rules are applied the same to these strokes as to all other consonant characters.

These strokes should be written as per instruction under "Practice" on pages 8 and 16.

**Words Produced.**

Pell, pelt, play, plate, place, plead, pale, pail, placed, bell, belt, bled, bless, blest, bail, blade, blasé, vail, vale, flay, fail, inflate, fell, felt, felled, clay, nail, mail, hail, rail, railroad, railway, tail, tell, dell, daily.

Pill, bill, bliss, built, build, fill, flit, kill, kiln, till, tilt, until, hill, hilt, mill, Milton, million, rill.

Peel, plea, plead, please, plete, Beal, bleat, bleed, veal, feel, flea, fleet, field, cleat, real, kneel, meal, keel.

Poll, plot, plod, blot, blossom, Vol., folly, dollar, doll, clot, cloud, hollow, collar, Clark, closet.

Pile, ply, plight, applied, apply, bile, blight, viol, file, flight, kile, Clype, roil, Nile, tile, dial, mile, mild.

Pool, pull, blue, blew, bull, blood, fool, full, flue, flew, flute, flush, flood, rule, cool, include, cult, occult, annul, mule, mull, tool, duel, dull, hull, cull, full.

Plat, placid, blast, flat, flash, Hal, clad, class, clash.

Paul, appall, ball, fall, fault, false, flaw, call, Claud, clause, claw, malt, tall, doll, hall, halt.

Poll, pole, blow, bowl, volt, flow, float, fold, roll, coal, cold, colt, knowl, mole, mold, toll, told, dole, hold, bolt, bold, hole, whole, blown, flown, cologne, Holton.

Plow, Dowell, bowel, blouse, vowel, foul, fowl, flout, cowl, cloud, towel, howl.

Employ, employee, boil, royal, toil, doily.

Able, it will, civilize, cycle, disciple, you tell, world, apple, annul, annual, addle, saddle, awful, opal, oval, oral.

Pearl, peril, parôle, brill, barrel, brand, broil, churl, grail, gruel, growl, girl, quirl, querulous, quarl,

**Sentences for Dictation.**

I am pleased to know that Bill Buel has paid his bill at the store. He bought those apples and other groceries over two years ago, and I have not been able to get a red cent out of him. Now, for him to come and volunteer to pay the whole bill, I tell you, I feel real good about it.

I thought I should have to get him a pass over the railroad.

He has been plowing on the railway for some time.

He told Miss Nellie Mills that he nailed boards on over two miles of fence along the railway. When he called at the store, he claimed that he had hauled all of those boards in one day and got ten dollars for the hauling (44). A tall fellow was with him and he said that he had hauled one load daily for ten days, and was paid by the day.

Fully five miles of fence was put up around the field for which (47), he said, he hauled the boards.

A good deal of time has flitted away since we paid him for the hauling (44).

---

**The Final Syllables "ly, ry or ty."**

The final "ly, ry or ty" syllables may be expressed by the "i" circle, as, "ability", "bindery", "formerly".

Properly, reality, mentally, sternly, fully, internally, finally, lively, Donnelly, chilly, sharply, slowly, neatly.

## Lesson Twenty.

A natural, narrow hook, curving from the inside, and at the beginning of a consonant stroke or curve may be used to express the sound of "l" at the end of an outline or word; as, " (loyal)", " (chill)".

### Words Produced.

Lull, Lowell, loyal, while, wheel, chill, child, jell, children, jail, jilt, conjeal, congenial, jolt, gail, gale, glaze, glade, guilt, gilt, glee, glide, glue, glut, gull, guile, Gould, glass, glad, gloss, gall, Gault, gold, gloat, glow, quell, quail, quill, quilt, equal, equality, quirl.

They'll, Stella, stale, still, stilt, steel, steal, style, stile, stool, stall, stole, stolen, stroll.

Spell, spill, spile, spool, spoil, spiral, spittle, skill, scale, school, skillet, skull, scald, scold, scowl, snail, smell, smile, small, furl, ferrule, hurl, whirl, Carrol, coral, kennel, Reynolds, curl, crawl, cruel, there'll, drill, dra\l, droll, trail, trill, trellis, trial, trowel, they're all.

Peddle, penalty, petal, penult, penal, pommel, puddle, paddle, panel.

Beatle, bottle, tribunal, battle.

Fatal, fiddle, final, futile, funnel, fumble, flannel, venal, ventilate, fondle.

Level, ladel, little, libel, liability, lightly, lapel, loll.

Rebel, reply, rabble, riddle, rattle.

Hymnal, whittle, handle, huddle, when'll, herald, Hamilton.

Kettle, kennel, tattle, cupola, chuckle, channel, chapel, joggle, jiggle, giggle, chatter.

Title, topple, tidal, timely, tunnel, tantalize, total, ducal, nettle, nickle (44), needle, nominal, Mabel, Mitchell, metal, meddle, medal, model, Michael, mutual, muddle, mantle, Mobile.

**Sentences for Dictation.**

Miss Lillie Lowell had the Wheeler children arrested and thrown into jail.

It seems that the children were seen at play on a glade near her house where she had lost a pair of gold glasses.

Miss Lola Gould told her that these children would steal, and Stella Small said, "I know they'll steal, for they stole a spool of thread, a pair of gloves, a shawl and several glasses of wine from our school teacher last fall"; so Miss Lowell scolded them and made them own that they had stolen the glasses.

The smaller one of the children only smiled, but she did not know what the penalty was, but when they put her in jail she squealed and fumbled with her flannel shawl and buckles.

They called for legal (44) advice, and the attorney told them that it was only a penal offense and that it was illegal for Miss Lowell to put them there; that it was quite likely (44) he could get them out in a little while.

He unraveled (48) his tale of woe to Nellie Hamilton, who told her father, the judge.

Rachel, the older girl, chuckled when she heard what the attorney had said.

A local newspaper published the account in the daily edition. Daniel and Mabel Donnell are the ones that tattled to the editor of the daily.

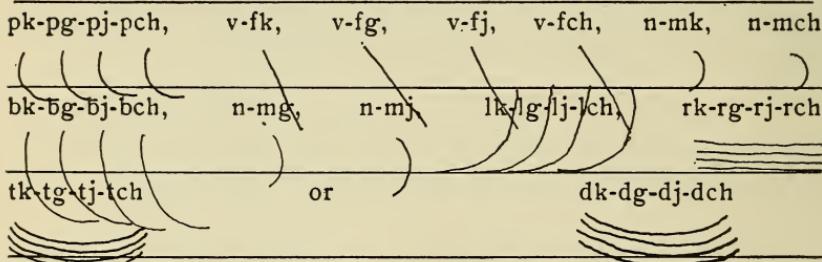
Miss Stella Mitchell was more noble and did not say one word about the children.

**Lesson Twenty-one.**

Vowels and rules are applied the same to these strokes as to all other consonant characters.

These strokes should be written as per instructions under "Practice" on pages 8 and 16.

The "k, g, j and ch" sounds may be expressed by crossing an outline to or from vowel circles or loops; as, "ꝑ (pay)" changed to "ꝑ page)" and "ꝑ (pane) changed to "ꝑ (paying), but if the circle or loop is shaded an extra small loop must be added and cross the line to add "ing"; "ꝑ (pace)" is changed to "ꝑ (pacing)" or "ꝑ (pension)" is changed to "ꝑ (pensioning)".

**Words Produced.**

Pick, pig, pitch, peek, peak, peach, peck, peg, opaque, page, puck, pug, poke, patch, pouch.

Bake, beg, big, beak, beach, beech, bog, botch, bike, rebuke, book, buck, bag, bug, back, batch.

Vogue, victory, vague, affect, effect, fake, figure, fog, fact, factor, factory, fag, folk, fetch, Fitch, fickle.

Wreck, wretch, rake, rage, rick, rig, ridge, rich, reek, reach, rock, ratchet, rag, rack, rook, rug, rogue, work, record, regard, bark, park, church, George, urge, urgent.

Take, tick, Dick, dig, ditch, teach, dodge, Tige, dyke, duke, took, duck, dug, Dutch, tuck, touch, tack, tax, tag, attack, talk, dog, toque, attic, conduct, induct, reduction.

Neck, make, meek, nitch, knock, notch, nook, much, match, machine ( ), anxious, you'n, I'k'd, nag, Madge, sing, song.

Practice, prig, preach, approach, brake, brick, brook, bracket, broke, bridge, brag, brig, brogue, breath, church, charge, jerk, quirk.

**Sentences for Practice.**

Dick Puck has a dog they call Tige that has a fashion of running out to the road and barking every time a certain Dutch girl, by the name of Madge, is seen to pass.

One day she took a stick and knocked the dog over the head. This piqued the boys very much.

One nudged the other, but they both liked her folks so much that they thought they would not dare to do anything, other than call the dog away, as soon as it got up.

When the dog reached the house, they could plainly see the affects of the blow. They both said, "Oh, the old wretch. We do not want to get into a racket with her, but if she were only a boy we would show her a thing or two."

Then Dick said "Her folks have no strings on me." So he stretched a long string across the path she trod, just before she was to pass, and at that moment a pig got out of the pen, she saw the pig and ran to her home.

Dick took after the pig, and in his haste to catch it he caught his foot on the string and it pitched him head-long into the lake.

After a thorough ducking, he crawled out of the water.

They say he caught a bad cold and lay on his back for over a week.

While he was sick, the girl picked straw-berries and would bring them with her when she called to see how he was getting along with his headache.

**Words Produced.**

Hickory, hinge, haying, hazing, hating, heating, king, kink, keying, kissing, change, chasing, cheating, jesting, getting, guessing, quick, hitch, which, hedge, kick, chick, jig, Jake, quake, taking, making, raking, faking, staking, stake, stick, sticking, thick, thinking, thing, bring, bringing, brink, brick, bridge, praying, braying, praising, bracing, freeing, freezing, phrasing, courage, creating, crating, caring, cringing, nearing, spring, springing, string, stringing, straying, tearing, draying, cheering, jeering, agreeing, grating, grazing, playing.

**Words Produced.**

Potting, podding, rotting, jotting, dotting, knotting, nodding, parting, barring, farthing, marring, sparring, trotting, darting, scaring, charring, jarring, carting, guarding, plotting, boxing, docking, knocking, robbing

Buying, biting, abiding, fighting, vieing, lying, writing, whiting, chiding, guiding, quieting, tying, dying, prying, priding, pricing, frying, miring, spiring, trying, drying, plying, piling, blighting, flying, roiling, tiling, delighting, rhyming, minning, minding.

Viewing, ruing, hewing, cooing, chewing, jewing, tewing, doing, enduing, mewing, stewing, brooding, fruiting, luring, alluring, mooring, enduring, touring, during, strewing, pooling, bluing, fooling, dueling, cooling.

Putting, butting, budding, footing, rooting, cutting, purring, nutting, studying, furring, learning, occurring, girtng, pulling, fulling, flooding, hulling, culling.

Patting, passing, padding, batting, fasting, lasting, hatting, casting, chatting, gadding, matting, standing, brassing, caring, bearing, chairing, tearing, daring, staring, tearing, faring.

Pouring, boring, boarding, posing, lowing, rowing, hoeing, going, goading, towing, toasting, doting, noting, stowing, mowing, fording, affording, coring, storing, throwing, chorng, grossing, engrossing.

Pouting, bowing, vowed, allowing, endowing, browsing, crowding, sprouting, touring, plowing, toweling, toiling, poising.

## Lesson Twenty-two.

The sound of intervening “ă” may be expressed by moving back on former consonant stroke to start the following stroke; as, “ (Frank)” and the sound of intervening “aw, ah, ou and oy” are expressed by moving back in the opposite direction from which the following stroke is to be made and retrace while making that stroke; as, “ (wrong),” “ =  (Hong Kong)”.

### Words Produced.

Bank, blank, plank, Frank, Frank's, language, rank, rang, hang, Hanks, whang, catch, gang, tank, thank, spank, crank, track, flank, clank, clang, drank.

Wrong, prong, throng, long, Hong Kong, gong, strong, ding-dong, belong.

### “Ex” and “Which” Expressed.

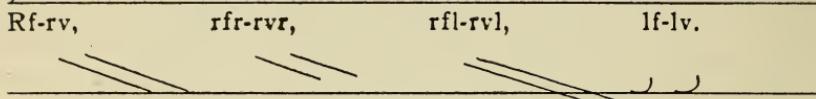
Crossing outlines to the “ĕ” circle at the beginning of an outline will express the prefix “ex”, and crossing to or from the “î” circle will express the word “which” to any outline; as, “ (of which)”, “ (for which)”, “ (expect)”.

Expense, expose, exposition, expire, expert, expand, expound, expression, exponent, excel, excellent, exalt, exert, exertion, exhort, excuse, execute, exchange, extend, extent, extra, extradition, extreme, extort, examine, exonerate, excursion.

Which pay, which buy, which part, which bought, which brought, which have, which of, for which, which freight, which laid, which lead, which let, which are, which were, which wrote, which has, which had, which could, which caught, which got, which thought, which did, which does, which made, which might be.

## Lesson Twenty-three.

The following strokes are very valuable and should be thoroughly learned.



The "lf-lv" stroke is also used for self or selves.

### Words Produced.

Yourself, ourselves, himself, herself, itself, myself, themselves, self-advised, self-help.

Rave, reef, rift, revise, rife, arrive, roof, rough, raft, rove, refer, referring, rougher, rafter, Rover, revere, reveal, revolution, revelation, ruffle, rifle, rival, arrival, raffle, revile, revolt, your-fa-of-the, referring-to-your-fa-of-the, yours-very-truly.

---

The "p, b, ch, j, g, and q" may be joined to other strokes the same as to the "r" in "per", with vowels written at the end and read between the consonant sounds.

### Words Produced.

Proof, prove, prefer, preference, proffer, privilege, brief, proverb, preferable.

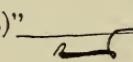
Barrel, burlap, burn, baron, Byron, Bryant, break, brick, brook, brag, broke, brogue, breach, brave, pearl, peril, prim, primp, prime, print, prince, prints, principle, principal, practice, churl, churn, charm, church, quirk, gravel.

Chief, chef, chafe, achieve, chaff, Jefferson, Jove, juvenile, gave, give, giver, governor, golf, thief, deaf, Dave, dive, dove, differ, deafer, diver, devil, thrift, thrifty, thrive, draft, drive, drove, p-lack, b-lack, b-lock, b-lake, bleak, oblige, blotch, bleach, pledge, plague, chicken, Jakes, Jack, juke, joke, chuckle, (11)

## Lesson Twenty-four.

As this text-book involves the principles for recording of all words in the English Language, even though you may have gone through it quite thoroughly, it should be used as a reference book.

In the dictation-book, following this, will appear numbers opposite difficult words, as introduced on page five, suggesting to the student the principles or strokes for the better outline to record such word.

The hyphen will be used between words to show what words may be recorded by single outlines or single set of outlines; as, “*o* (you-and-I-could)”, “*z* (as-soon-as)”  (We-are-to-be-in-your)”.

There are a great many frequently occurring words with which liberty may be used to record them, but strictly in accordance with the principles of the system; as, “*l*. (and company)”, “*-* (come)”, “*r* (can)”, “*n* (cannot)”, “*v* (for)”.

As the whole system is based upon but one hundred characters and twelve rules, they should be reviewed and practiced, constantly.

### *Review.*

**Super** (4), Superscribe, superintend, supervise, superinduce, superlative, supervision, supercargo, supercharge,

**Ad** (15), Advise, advertise, advertiser, advertisement, advance, advancement, advantage, advantageous, admonish, admit, addition, adduce.

**De or di** (15), Depend, deport, deprive, deride, derive, decry, detain, detest, divide, direct, decide, discount, discourse, desire, distribute, discourage, despise, disparage, disuse.

**Sub** (24), Subscribe, subscription, subject, subordinate, subtract, sublime, subdivide, subdue, subsequent, submit, submission, substantial, substantiate, subtrahend.

**Pre, per, pro, por** (30), Presume, permit, prudent, perhaps, person, preserve, prejudice, prepare, prefer, pressure, prevail, perfectly, provide, purchase, process, propose, proper, probable, prominent, profit, procure, approbation, approximate.

**Con, coun, cong, cog, com** (39), Conduct, confide, connect, convene, convention, convince, consequent, concern, continuation, condition, contrary, country, county, counter, congress, commercial, commend, commence, company, comply, competition, compend, compensate, commission, committee, compact, comfort, combine, communicate, comparative, conceal, consult.

**Inter, enter** (38), Introduce, interest, introduction, intervene, intercede, intermit, intercourse, interchange, intermediate, interline, interdict, intercept, interclude, interpose, interpret, interrogate, interrupt, enterprise, entertain, entirely.

**Self** (48), Yourself, myself, himself, herself, itself, yourselves, ourselves, themselves, self-instruct, self-evident, self-supporting.

**Trans** (39), Transpire, transport, transact, transmit, transgress, transatlantic, transcontinental, transitive, translate.

**Gre, gra** (30), Congregate, segregate, photograph, photographic, telegraph, telegram, phonograph, lithograph, logogram.

**Ly, ry, ty** (41) Pity, legality, pretty, handily, morally, mortality, formality, refinery, friendly, intelligently, officially, occasionally, obligingly, practicability, handsomely, influentially, apparently, exceptionally, erroneously, entirely, extremely, extraordinarily, blankly, evenly, eventually, zealously.

**Syllables.**

**Pi or bi**—Applicable, acceptable, principle, principal, redeemable, estimable, commendable, probable.

**Ness, ence or ance**—Firmness, hopefulness, helplessness, business, patience, importance, continuance.

**End, ent or ant**—Recommend, minuend, subtrehend, comment, important, permanent, repent, repentance.

**Men, ment or nence**—Remember, reminiscence, penman, argument, prominence, determination, detriment.

**Son or some**—Burdensome, Henderson, Stevenson, Robertson, fulsome, troublesome.

**Ive, fy or if**—Belief, belief, plaintiff, specify, rectify, certify, attractive, aggressive, instructive.

**For or ver**—Before, fortune, forfeit, forewarn, preference, cover, recover, discover, fervor, forlorn, forward.

**Fel, ful or fact**—Wonderful, dreadfully, careful, perfect, affect, infect.

**Less**—Hopeless, aimless, helpless, worthlessness.

**Sh, sher, tial, tion or ship**—Bush, cashier, martial, commercial, special, nation, oration, penmanship, worship.

**Ing, ink, ic, and age or edge**—Passing, praising, thinking, drinking, stringing, bringing, application, milk, courage, collect, college, knowledge, acknowledge.

**Lesson Twenty-five.**

The consonant strokes, having double and treble sounds, may be used as freely for phrasing as for the recording of long words; as, " c (trite)" would also express "t' write", " — (fade b)" would also express "if 'a'd b'", or "if they would be." b

Search periodicals, legal documents and other good literature for similar phrases. Find at least five hundred such phrases and record them according to the principles of the system as neatly and briefly us possible.

**Sample Phrases.**

We have your fa. of the. We have your valuable fa. of the.

Referring to your fa. of the. In answer to your fa. of the.

We have your letter of the. I'm in. This is the way to write.

As soon as. In-as-much as. It would be well to. Which are to be.

Which you are to be. You or I could be. You and I would be.

You 'r I'd be. You 'n I could be. If I could be. If you will be.











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